

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fire Captain Paramedic	
		Division and/or Subdivision Northern Region / San Mateo-Santa Cruz	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters San Mateo	
		Class Title of Position Fire Captain (Paramedic)	
		Position Number 542-117-1757-VAR	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direction of the Battalion Chief, the Fire Captain Paramedic performs the following duties: 1. EMERGENCY OPERATIONS *Responds to fires, medical emergencies, rescues, hazardous materials spills, and other emergencies as a company officer and directs the work of subordinates, and performs paramedic duties as necessary. *Acts as incident commander in accordance with policy.		
25%	2. PERSONNEL MANAGEMENT *Directs the work of Fire Apparatus Engineers and Fire Fighters (both paramedic and non-paramedic). *Prepares performance reports and gives necessary guidance and counselling to FAE's and Fire Fighters. *Ensures that work done by self or assigned personnel is done in a safe, efficient manner in accordance with department safety program and policies.		
20%	3. MAINTENANCE *Responsible for maintenance and operation of all automotive, firefighting and paramedic equipment assigned to station in accordance with department policy. *Manages station operations in accordance with applicable policies, such as maintenance of all station property and equipment, and ensures that all paperwork is submitted in a complete, neat, accurate and timely manner.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only		<input type="checkbox"/> Posted to Directory	
Initials and date			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	4. TRAINING *Maintains and upgrades paramedic skills in compliance with San Mateo County and State requirements. Ensures same for assigned paramedics. Maintains unit training program at station. *Ensures that all assigned personnel are capable of performing all required duties at or above acceptable level. Complies with department physical fitness policy.		
5%	5. PREVENTION *Responsible for all fire prevention programs, pre-fire planning and inspections of all dwellings and establishments in station area. Advises Battalion Chief of any fire code violations or apparent violations.		
5%	6. ADMINISTRATION *Maintains station administration files, training manuals, personnel records and other necessary supplies and equipment to keep the station and equipment operating on a daily basis. *Responsible for good fiscal management of state and county funds. Complies with state and county purchasing policies and procedures.		
	The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests.		
	The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
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Job qualifications and/or conditions of employment: This position requires a two (2) year commitment. Must be able to obtain accreditation from San Mateo County Local Emergency Medical Services Authority (LEMSA).			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ <input type="checkbox"/> Posted to Directory	
		Supervisor Signature _____ Date _____ Initials and Date _____	